

 <p><b>Category:</b> Human Resources</p> <p><b>Policy applicable for:</b> Staff</p>	<p><i>Policy Title:</i> <b>Rehiring</b></p> <p><b>Reviewed:</b> April 1, 2016</p>	<p><i>Policy Number:</i> <b>16.14</b></p> <p><b>Policy Owner:</b> Sr. VP for Administration and Finance</p> <p><b>Responsible Office(s):</b> Human Resources</p>
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## Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

## Policy

Per University policy, the rehire of employees is contingent on a positive work record. A former employee whose employment was involuntarily terminated for wrongdoing or misconduct, or for violating University rules/policies, or who resigned in lieu of termination for such reasons is ineligible for re-employment with the University.

The following is a list of prerequisites that must be met to be eligible for rehire:

1. Successful completion of the original probationary period;
2. Appropriate notice of resignation;
3. Participation in an exit interview per HR policy 12-05;
4. Performance evaluations reflecting that the employee's performance consistently met the requirements of the job.

## Procedure

1. A former employee who is seeking reemployment must indicate his/her prior employment with the University on the job application. Failure to do so will result in ineligibility for re-employment regardless of the reason for separation.
2. All applications will be subject to a Human Resources search of University employment records to determine previous employment status, reason for termination of employment and eligibility for rehire.
3. Applicants ineligible for rehire per this policy will be notified by Human Resources and will not be referred to fill vacancies.
4. Eligible applicants will be informed of the hiring decision in accordance with Human Resources Policy 16-04, Selection for Position Vacancies for Classified Positions, or Human Resources Policy 16-05, Selection for Position Vacancies for Unclassified Positions.